

DD/A Registry

86-0110

ROUTING AND RECORD SHEET

25X1

SUBJECT: (Optional)

Meeting of Agency Video Producers - 13 February

FROM:
C/MPB/ADC/OTE

EXTENSION

NO.

DATE _____

1/24/86

TO: (Officer designation, room number, and building)

DATE _____

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OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
EXO/DDA

FYI would love to have you attend whatever portion of this meeting you may have time for.

13 FEB Thursday
1 E78
0930-1500

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DDA REGISTRY
FILE: 18-1

FORM 1-79 610 USE PREVIOUS EDITIONS

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26 0170

21 January 1986

MEMORANDUM FOR: See Attached Distribution

FROM:

[redacted]
Chief, DI Television Center

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SUBJECT: February 1986 Meeting of Agency Television
Production Professionals

1. The next meeting of our Agency working group on television will be held on Thursday, 13 February, in room 1E78 at the Headquarters building. The DI Television Center will serve as the host unit for this gathering.

2. The proposed schedule and agenda of topics is listed below. We'll be happy to make time to discuss any other topics of interest. Please also let me know right away if you will be unable to attend on the planned date.

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09:30 - Introductory remarks by [redacted] DI
coordinator for television, and Deputy Chief of
Current Production and Analytic Support

- Survey of DI Television Center projects and
planning, by [redacted]

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10:15 - Tutorial on basic diagnostics and trouble-shooting
of TV equipment problems, by [redacted] Chief
Engineer and Chief of the Production Branch, DI
Television Center

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11:30 - Lunch in the Headquarters North Cafeteria (a seating
area will be reserved for our group)

13:00 - Demonstration of graphics products and special
effects that can be obtained from the TV Center's
facilities

14:00 - Discussion of any topics not previously covered, or
viewing of recent TV Center productions (optional)

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DDA 86/0141

21 JAN 1986

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Inspector General

FROM: Richard J. Kerr
Deputy Director for Administration

SUBJECT: Inspection Report on
Television Production in CIA

REFERENCE: A. Multi-Addressees Memo from IG,
dated 27 Sept 85, Same Subject

B. Memo from DDCI to IG, dated 24 Sept 85,
Same Subject

1. The following provides Directorate of Administration (DA) progress on implementation of Recommendations #2, #3, and #4 of the Inspection Report on Television Production in CIA and provides progress on consolidation of DA television production facilities within the DA, as requested in the references.

2. Recommendation #2: We recommend that the Director of Training and Education (D/OTE) designate a senior officer to be responsible for instructional design, with particular emphasis on new applications of technology, including television, to training.

OTE has established a Planning, Evaluation and Development Unit under the Assistant Director of Training for Curriculum. One member of this Unit will be both an Instructional Design Specialist and a specialist in the application of media and other technologies to course and curriculum design. This Officer will take a lead role in designing OTE courses and will pay particular attention to applying new technologies to the delivery of training programs.

3. Recommendation #3: We recommend that the DDA authorize the Director of Personnel to clear and hire a media specialist to serve as the Agency's management communications referent. (DDCI's note: could be done on a WAE basis should full-time employment be determined as not necessary.)

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The Chief of the Washington Recruitment Activity Center, who has extensive contacts in the television industry, has been in contact with a senior television network official who is in a position to recommend candidates to perform this function. This avenue and others are being pursued.

4. Recommendation #4: We recommend that the Executive Director establish a committee under the chairmanship of the DDA consisting of representatives of OIT, CPAS, OCR, OC, OTE, OL, OTS and NPIC to study television space requirements and report their findings by 1 November 1986.

No committee has been established by the Executive Director because of the mix of inspection report recommendations that were approved and disapproved. There is not a need at this time for such a committee to study Agency-wide space requirements. We have, however, gathered television space requirements in the Washington metropolitan area (both current and additional) from OIT, OL, OS, OC, OTE, DI, and DS&T. Those requirements are listed in Attachment A.

5. Consolidation of DA television production facilities within the DA:

From Attachment A we get 14,159 sq. ft. of identified DA television space requirements in the Washington metropolitan area. Adding 2,400 sq. ft. for television studio space and 3,441 sq. ft. for office/support space not identified in Attachment A makes a total of 22,000 sq. ft. The space can be new or renovated to meet the demanding electrical, HVAC, acoustical, and lighting demands of a television complex. It should have a high ceiling studio and be a consolidated facility akin to the type currently used in industrial and broadcast operations. Functionally it should support full pre-production, production (studio and field), and post-production and support activities. A rough sketch of such a facility is provided in Attachment B.

In this era of budget cutbacks, it seems unlikely that the dollars necessary to fund such a centralized DA facility will become available in the next several years, especially since the way we do business isn't critically demanding of a centralization of facilities. Television teams are now more and more going to the customer's environment to produce a film as opposed to working on site in a central studio.

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6. On the other hand, some aspects of DA television activities can be centralized at considerably less cost and at high payoff to the DA and the Agency. These items are prioritized (highest at top) below. Details are provided in Attachment C.

- o Videotape Replicating System—expansion and upgrade of the current Printing and Photography Division service for the whole Agency

[Redacted]

- o Centralized maintenance support—to provide a common DDA focal point for technical video expertise and to provide much needed video systems engineering support. While the engineer would be under the direction of the Office of Logistics, he/she (new GS-13/14 Broadcast Systems Engineer) would visit other Agency-wide sites on an as needed basis. [Redacted] 200 sq. ft., and new GS-13/14 Broadcast Systems Engineer).

- o Library support for television to house and catalog original videotape, 16mm film, and other visual materials related to television production activities within the DA and, to the extent feasible other Agency components. These materials would be cataloged on a scene-by-scene basis and evaluated in terms of their usefulness for television productions. [Redacted] 2,400 sq. ft., and a new GS-09 Technical Assistant).

7. An Agency-wide Video Producers Group, established by OTE, has held two meetings. This Group shows considerable promise in opening some of the closed doors to cooperation on television production and support among components of the Agency. The Group has membership from DDI/CPAS; DDS&T/OIS; DDS&T/FBIS; DDS&T/NPIC; DDA/OTE; DDA/OS; DDA/OL; and DDA/OC. The Group has identified items for consideration such as quality of television production, procurement of television equipment, technology changes, film/videotape/visual material, library support, and training facilities. All of these are among those addressed in the Inspection Report on Television Production. I have attached as Items D and E, memoranda from D/OTE on highlights and actions taken by the Video Producers Group relative to a recent meeting. The Video Producers Group has begun to work in an enthusiastic and effective manner. We should give it an opportunity to resolve the problems that have been identified.

[Redacted]

Richard J. Kerr

Attachments

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ORIG:DA/Plans [redacted] 17 Jan 86

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Distribution:

Original - Addressee

- 1 - ER
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85-3464

ATTACHMENT D

OTE 85-1609

7 OCT 1985

MEMORANDUM FOR: Deputy Director for Administration
Director of Communications
Director of Office of Information Technology
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security

FROM:

Director of Training and Education

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SUBJECT: Meeting of Agency Video Producers

1. The Office of Training and Education (OTE) hosted a meeting of Agency video producers on 19 September in an effort to explore methods to improve the quality of Agency video projects.

2. The following are the highlights of that meeting:

Factors Contributing to Low Quality Productions

*Ill Defined Requirements

Producers admitted that from time to time they are forced to accept badly planned projects with unrealistic deadlines. There was general agreement that video producers should assert their expertise by enforcing good planning criteria, request concept outlines, require participation of subject matter experts, and clearly identify the decision makers for final project approval.

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SUBJECT: Meeting of Agency Video Producers

*Inadequate Production Skills

There was general agreement that two production skills areas, writing and technical applications, are still in need of improvement. Work is being done to rectify this problem via group action. There was a recognized need to acquire more actors and narrators from within our Agency population. An Employee Bulletin will be issued to publicize a cast call.

*Lack of Resources

Lack of resources can be a problem in producing truly high-quality video productions. Most believe, however, that such constraints can be at least alleviated if a way can be found to pool resources--actors, scriptwriters, and equipment--for production requirements. A serious effort has been launched to devise a plan for sharing of resources, but this issue will require additional work.

Purpose and Direction of the Group

*There was agreement that the group should continue to meet on a regular basis. The group will informally explore ways to share resources and will seek to identify and develop programs for upgrading production skills.

3. The next meeting is scheduled for early December at the
 Television Facility.

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ATTACHMENT E

OTE 85-1617

19 DEC 1985

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration

FROM:
Director of Training and Education

SUBJECT: Agency Video Producers Meeting

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1. This memorandum summarizes the actions taken by the newly established Agency Video Producers Group.

2. Background

Following the Inspector General's Report on "Television and CIA," the Office of Training and Education (OTE) set up a series of meetings with personnel who are responsible for producing video within the Agency. Two meetings have been held. The first was an organizing meeting and resulted in the establishment of the Agency Video Producers Group.

3. Actions

The second meeting recently held resulted in several specific actions which should serve to improve the quality of video production. Attached is a list of those who attended the second session.

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- o In order to improve the selection and developmental process, the Video Producers identified the essential competencies for personnel working in the television production field.
- o The participants identified the kinds of training programs existing within the Agency and available outside which should be used to develop the identified competencies.
- o Two training workshops will be implemented immediately. The first, entitled "Basic Editing," will focus on the skills needed to effectively edit videotapes. It is scheduled to run the second week of January. The second, entitled "Technical Diagnostic Testing," will be conducted by the DI Television Center and will be offered during the second week of February.

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SUBJECT: Agency Video Producers Meeting

- o The participants established an information clearing house which will be responsible for receipt and distribution of video training information. A classified pamphlet will be produced which will identify the services offered by the various production units within the Agency.
- o A television talent casting book has been compiled by OTE's Media Production Branch. The book contains photos and biographic information on 145 potential Agency actors. Each book is accompanied by a videotape audition sample. The book is available to all television production centers in the Agency.



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Attachment

OTE/ADC/ [redacted] (17 December 1985)

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DISTRIBUTION:

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Agenda for Video Producers Meeting 3 December

0930-1000	Arrival and refreshments	
1000-1015	Security briefing	
1015-1030	Welcome by Chief 	STAT
1030-1045	Tour of television facility	
1045-1100	Break	
1100-1200	"Agency Resources Available to Video Producers" and "Fair Use and Agency Video Production" A presentation by Chief, Graphics Services Branch, OCR/DDI.	STAT
1200-1300	Lunch	
1300-1330	"DDI T.V. Accreditation Program." Chief, DDI Television Center	STAT
1330-1400	"OTE Competency Model." Chief, Media Production Branch	STAT
1400-1410	Break	
1410-1700	Group participation period for development of training programs and workshops.	
1700-1800	Dinner	
1800-2000	Finalization of training group efforts.	
2000-????	Attitudinal adjustment period.	

December 4, 1985

0730-0800	Departure for Headquarters.
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